

San Diego Operational Area CICC Application Instructions

Review the CICC application packet. A separate application must be completed for each ICS position.

Where to send the application:

The application packet should be scanned and emailed the current CICC Committee chair no later than 24 hours prior to the scheduled quarterly meeting. The San Diego Operational Area CICC Committee normally meets in March, June, September and December. Ensure that the scanned document is legible and is scanned at a reasonable file size. If the file is too large to send as an email attachment, contact the CICC committee chair for an alternate method of sending the file.

- Committee Chair: Assistant Chief David Edwards;
sdiccs@gmail.com

Your application consists of several parts and should be included in the order listed below:

Chief's Letter:

- Include an original letter on Department letterhead and signed by the Fire Chief, or his/her designee. The letter must:
 - Describe the applicant's fire service background as it relates to the position's occupational requirements.
 - Include assurance that the applicant meets the position's physical fitness requirements (specify Light, Moderate, Arduous).
 - Include the Chief's specific recommendation that the applicant be granted CICC certification because his/she believes that the applicant has the level of education and experience necessary to safely and effectively fulfill the position.
 - If your Department does not issue certificates for RT-130, the Chief's letter must mention that RT-130 was completed for the current year.

CICCS Application Form:

- **First Page-Applicant Information:** Be sure to fill this section out completely. The “verifying official” for your department must sign and date this page. The verifying official will be the Fire Chief or the Chief’s designee, such as the Deputy Chief or Training Chief.

- **Experience:** List your incident experience that is relevant to the position for which you are applying. Do not list experience that is older than five years.

- **Training:** List all completed training classes that are required and/or recommended for the applied position as listed in 310-1. For each listed NWCG course, there *may* be a NFA, CFSTES, FSTEP, or CDF equivalency course. If you are submitting an equivalent course, make a note of the class and what it is equivalent to.

Position Task Book:

- All sections of your position task book must be completed.

- **Task book cover page:** Your name, duty location, and contact information is listed. The person who initiated (issued) the task book is listed. In most cases this will be the department’s training officer. List the location and date the task book was initiated.

- **Verification/Certification page:** The person who serves as your final evaluator and verifies that you are qualified perform at any incident enters his/her name, date, and signature. In most cases this will be trainer/mentor on you latest trainee assignment. The verifying official from your agency enters his/her name, date, and signature. The verifying official will be the Fire Chief or the Chief’s designee, such as the Deputy Chief or Training Chief.

- **Evaluation Records:** The evaluation sheets and an ICS 225 must be completed by the trainer for each trainee assignment. Attach **copies** of any supporting documentation such as F-42, ICS 214, and ICS 204.

Subordinate Positions: If the position you are applying for requires CICCS certification for *subordinate* position(s), attach a **copy** of the appropriate CICCS certificate(s).

Training Course Certificates: Attach **copies** of class certificates for all required classes you have listed.